

## **Mission Statement**

The collection development policy of the Port Orford Public Library, outlines the philosophies that create and shape the Library's collections, the practices that maintain them over time and the guidelines that help the collections respond to community needs while protecting the collections from societal and political pressures. The Collection Development Policy ensures that over time, the Port Orford Library's collections will continue to reflect the needs of the community, while creating unique experiences of meaning and inspiration for the individual patron.

## **Philosophy and Scope of the Collection**

Port Orford Public Library collects materials, in a variety of popular formats, which reflect the library's place as a major community resource. The collection serves the general educational interest, recreational, and entertainment needs of the public, and represents a diversity of racial, ethnic, and cultural perspectives.

Interest, usage, space constraints, and cultural and historical value are the most powerful influences on the Library's collection. The Library upholds the right of the individual to access information, even though the content may be controversial, unorthodox or unacceptable to others.

Inherent in the collection development philosophy is an appreciation for each patron of Port Orford Public Library. The Library provides materials to support each individual's journey, and does not place a value on one patron's needs or preferences over another's.

Materials for children and teenagers are intended to broaden their vision, support recreational reading, encourage and facilitate reading skills, supplement their educational needs, stimulate and widen their interests, lead to recognition and appreciation of literature and reflect the diversity of the community and our world. The reading and viewing activity of children is ultimately the responsibility of parents, who guide and oversee their own children's development. Port Orford Public Library does not intrude on that relationship.

## **Scope of the General Collection**

The General Collection contains the core fiction and nonfiction collections for the Library and includes material of an enduring nature as well as current-interest materials. These collections include information in multiple formats (book, large print, disc, periodical, and mixed media) and represent diverse viewpoints and interests. All items in the general collection circulate according to rules agreed upon by the Coastline library directors. This policy does not apply to original artwork.

## **Materials Selection**

The selection of library materials will be made based on the selection criteria approved by the Port Orford Public Library Board of Directors. Works of fiction will include a wide variety of literature, including local, national, and international best-sellers, and those books considered recreational reading. Works of non-fiction will provide information in major subject areas and a more thorough treatment of those areas in which our patrons have a special interest. Audiovisual materials will include informational, educational, and popular works that maintain the balance of the collection.

### **4. Selection Criteria**

Library staff use their training, knowledge, and expertise along with the following general criteria to select materials for the collection:

- Relevance to interests and needs of the community
- The extent of publicity, critical review, and current or anticipated demand
- The current or historical significance of the author or subject
- Relevance to the existing collection's strengths and weaknesses
- Reputation and qualifications of the author, publisher, or producer, with preference generally given to titles vetted in the editing and publishing industry
- Suitability of format to Library circulation and use
- Date of publication
- Price, availability, and Library materials budget

### **Scope of the Online Digital Collections**

The online digital collections represent the diverse viewpoints and interests of the entire community the Library serves. The online collection is primary subscription based, and not curated by library staff (i.e. Library2Go provided through the Oregon Digital Library Consortium and the Gale databases provided by the State Library). This collection evolves as new formats, products, and platforms become available. This collection may include research and learning databases, eBooks, and other downloadable and streaming media.

- Online resources are also evaluated based on accessibility and the availability of library licensing

## **Recommendations**

Patrons may request items the Library does not own. Each request is reviewed for inclusion in the collection using the selection criteria.

## **Requests for Reconsideration**

Port Orford Public Library selects material using established criteria and full consideration of the varying age groups and backgrounds of library users. Requests for the removal of items from the collection may be made using a formal procedure outlined in the Request for Materials Reconsideration Policy.

## **Collection Management**

The Library's collection is a living, changing entity. As items are added, others are reviewed for their ongoing value and sometimes withdrawn from the collection. Great care is taken to retain or replace items that have enduring value to the community. Decisions are influenced by patterns of use, the capacity of the library facility, and the holdings of other Coastline libraries that may specialize in a given subject matter. Staff reviews the collection regularly to maintain its vitality and usefulness to the community.

The final authority for the Library collection rests with the Library Board of Directors. Implementation of collection development policy and management of the collection is assigned to the library director. The Port Orford Public Library disposes of materials that have been withdrawn according to the criteria for weeding and withdrawal outlined below. The Friends of the Port Orford Public Library serves as an instrument for the Library, reselling and redistributing Library materials that are withdrawn from the collection or donated to the Library and designated by the Library for resale.

### ***Criteria for Weeding and Withdrawal:***

The following criteria are used in selecting materials for withdrawal:

- Damage or poor condition
- No longer relevant to the needs and interests of the community
- Infrequent use and lack of demand
- No longer accurate
- Availability elsewhere
- Curatorial or environmental requirements exceed the resources of the Library
- Legal restrictions, possession of valid title and the donor's intent
- Relevance to the scope of the collections

## **Gifts**

The Port Orford Public Library accepts donations of books and other materials. The Library retains the authority to accept or reject gifts. Library staff and board of directors make all decisions as to the use, housing, and final disposition of donations. The Library does not evaluate or appraise gift materials for tax purposes.

## **Statements Endorsed and Adopted by the Library Board of Directors**

The American Library Association Library Bill of Rights